

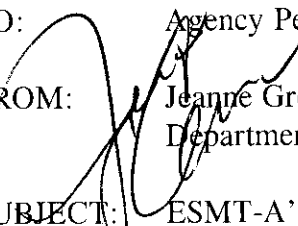


DEPARTMENT OF PERSONNEL

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MEMO PERD #19/00

June 29, 2000

TO: Agency Personnel Representatives
FROM:  Jeanne Greene, Director
Department of Personnel
SUBJECT: ESMT-A's

In an effort to collect more meaningful data for a variety of reports, the Department of Personnel's Records Section is changing the way ESMT-A transfer documentation is processed. Effective immediately, ESMT-A documentation noting "transfer in" action will not be processed by Records Section staff until the employee's corresponding "transfer out" ESMT-A has been received and processed. Agencies with multiple budget account numbers are exempt from this process when using the code ORCH (Home Organization Change) affecting budget account and position number only.

In addition, Records Section staff will be entering all codes noted on the ESMT-A as separate actions when processed. The codes may be re-ordered to facilitate entry and to allow the most significant action to show on the Pay Rate History (QRTE) Table.

If you have any questions regarding either of these procedural changes, please feel free to contact Penny Lewsader at 687-4184, or Kathy Brockway at 687-3707.

JG:cp

cc: Agency Personnel Liaison